



*Training Course:  
Skills of Legal Interpretation and Analysis, and  
Formulation of Legal Procedures*

*3 - 7 June 2024  
Accra (Ghana)*

## Training Course: Skills of Legal Interpretation and Analysis, and Formulation of Legal Procedures

Training Course code: PC235132 From: 3 - 7 June 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

"Legal or Legislative Drafting" primarily deals with the composition of binding legal texts, including laws, regulations, executive orders, contracts, deeds, and more. Drafting does not necessitate citing legal authorities and generally should not carry any personal bias.

The linguistic style used in all legal documents rarely changes. Linguistic style refers to the linguistic characteristics and structures used in writing legal documents. Legal drafters almost universally employ the same linguistic features and characteristics. While the format may vary from one document to another, legal documents generally adhere to the same linguistic style. This training course focuses on the scientific and practical principles of legal drafting, interpretation, and legal analysis, with hands-on training to enable participants to acquire professional legal drafting skills.

### Objectives

By the end of the training program, participants will be able to:

- Differentiate between the principles of administrative drafting and legal drafting.
- Draft administrative procedures and decisions.
- Formulate legal sentences: "Facts and Legal Rulings."
- Understand the principles and objectives of legal drafting.
- Engage in legal interpretation and analysis.
- Comprehend the technical and legal structure of legal provisions.
- Recognize what should be considered in drafting and what should be avoided.
- Evaluate and review the final drafting of legal documents.
- Uphold principles of effective legal drafting.
- Apply the rules and methods of legal drafting comprehensively.

### Target Audience

- Institution and company managers.
- Legal professionals within business establishments.
- Businesspersons seeking to enhance their legal skills.
- Lawyers and law trainees.
- Professionals in various forms of legal administration.
- Anyone interested in skill and experience development who sees a need for this course.

## Training Program Outlines

### Day One - Basic Skills of Legal Drafting:

- Distinguishing between legal writing, legal drafting, and legislative drafting terminology.
- The purpose of legal drafting.
- Specialization in legal drafting.
- Legal writing systems.
- Organizing legal documents.

### Day Two - Technical Methods of Legal Drafting:

- The overall structure of legal documents layout, subject, conclusion.
- Achieving precision and clarity in legal rules.
- Unity of form and subject in legal documents.
- The technique of articulation clarity and precision through technical style.
- Principles of classification in legal writing.

### Day Three - Technical Drafting of Legal Provisions:

- Structure of legal sentences.
- Hypothesis/condition and ruling: Addressing the ruling.
- Legal subject legal entity.
- Legal action.
- Practical examples of legal drafting flaws.

### Day Four - Legal Analysis and Interpretation:

- Legal analysis and the need for legal research.
- Cases requiring legal interpretation.
- Schools of legal interpretation.
- Different approaches to legal interpretation internal and external.

### Day Five - Drafting Legal Procedures:

- Reviewing idea articulation.
- Format of procedure drafting and the distinction between decisions and regulations.
- Material and conceptual formulation of procedures.
- Rigid and flexible drafting of procedures.
- Recommendations for effective legal drafting.

## Registration form on the Training Course: Skills of Legal Interpretation and Analysis, and Formulation of Legal Procedures

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Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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